

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
346**

NEPOTISM

Supersedes: AR 346 (Temporary, 04/18/10)
Effective Date: 05/20/10

AUTHORITY

NRS 281.210
NAC 284.375
NAC 284.377
NAC 284.374

RESPONSIBILITY

All staff shall be responsible to have knowledge of this regulation and to inform the Department of any such relationships described below.

346.01 APPOINTING RELATED PERSONS

1. An appointing authority shall not authorize the appointment of a person to a position, if upon appointment, the person will be the immediate supervisor, or will be in the direct line of authority, of:
 - A. A spouse, child, parent or sibling of the person.
 - B. The spouse of a child, parent or sibling of the person.
 - C. An aunt, uncle, niece, nephew, grandparent, grandchild or first cousin of the person.
 - D. A person with whom there is a dating relationship.
2. An appointing authority shall refuse to consider an eligible person whose appointment to a position will violate the provision of this regulation.

346.02 PERSONS WHO BECOME RELATED AFTER APPOINTMENT

1. Should employees of the Department become related or involved in a dating relationship after appointment, the appointing authority shall ensure that, as soon as practicable, the employees

do not continue to hold positions in which one of the employees is the immediate supervisor, or in the direct line of authority of the other employee.

2.. Employees who become related after they have been appointed to their positions as described in this regulation, shall within 10 working days after they become related or involved in a dating relationship:

A. Notify the appointing authority in writing of the relationship.

B. Submit to the appointing authority a recommendation for action to be taken by the appointing authority to ensure that the employees do not continue to hold positions in which one of the employees is the immediate supervisor, or in the direct line of authority, of the other employee.

C. In determining the manner in which to comply with the provisions of this regulation, the appointing authority is not required to accept a recommendation as submitted.

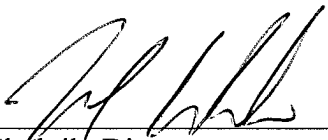
3. An employee will not be assigned to any position where there would be a direct supervisory, management, or administrative relationship to any relative or employee with which one has a relationship as described in this regulation.

A. This regulation does not prevent an employee, as described, to be appointed to a position under the jurisdiction of another Warden or Division Head.

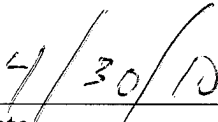
APPLICABILITY

1. This Administrative Regulation does not require an operational procedure.

2. This Administrative Regulation does not require an audit.



Howard Skolnik, Director



Date